

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

1050A

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RECORDS RETENTION AND DISPOSAL SCHEDULE

MOTOR VEHICLE ADMINISTRATION

VEHICLE REGISTRATION
REGISTRATION SECTION

AGENCY

DIVISION

Item No.	AMENDMENT TO SCHEDULE 1050 - Items 4, 6, 7 Description	Retention
4.	<p><u>Numerical Registration Card File</u></p> <p>Document contains:</p> <ul style="list-style-type: none"> a. Tag and sticker numbers b. Vehicle, make, year, vehicle identification number (VIN) and title number c. Class, weight, fee and expiration date d. Owner's soundex, name and address e. Date validated and fee collected. 	Microfilm and destroy original records. Retain microfilm in MVA for five years. Transfer microfilm to State Record Center for additional fifty years, then destroy.
6.	<p><u>Application for Approval of Emergency Vehicles or Service Vehicles - VR-26</u></p> <p>Document contains:</p> <ul style="list-style-type: none"> a. Two-part form. One (1) white and one (1) yellow b. Contains areas for type of operation c. Contains vehicle information, year, make, body, vehicle identification number (VIN), title and type of operation d. Insurance Certification (name, policy and agent) e. Name of organization, address, city, state, zip and signature of person making request and official capacity f. Area for MVA personnel's approval by signature and date. 	Retain documents for ten years in MVA. Microfilm and destroy original document. Retain microfilm for twenty-five years in MVA. Transfer microfilm to State Record Center for additional ten years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

10-1687 *[Signature]*
Date Signature

[Signature]
Title

11/6/67 *[Signature]*
Date

[Signature]
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
7.	<p><u>Application for Special Tags - VR-14 (Emergency Vehicles)</u></p> <p>Document contains:</p> <ul style="list-style-type: none"> a. Application contains name, mailing address, telephone number, authorized signature and title of party requesting special tags b. Insurance information by name, policy and agent c. Signature of MVA employee verifying ownership and approval of tag issuance d. Date approved, date tags ordered, date tags shipped to requester, date tags accepted and date accepted by signature e. Listing of vehicle information by title number, vehicle identification number (VIN). 	<p>Retain documents for ten years in MVA. Microfilm and destroy original document. Retain Microfilm for twenty-five years in MVA. Transfer microfilm to State Record Center for additional ten years, then destroy.</p>